

## RFP Questions and Clarifications Memorandum

**To:** Vendors Responding to RFP Number 3901 for the Mississippi Department of Wildlife, Fisheries, and Parks (MDWFP)

**From:** Craig P. Orgeron, Ph.D.

**Date:** July 22, 2016

**Subject:** Responses to Questions Submitted and Clarifications to Specifications

**Contact Name:** Bill Brinkley

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**1. Title page, INVITATION is modified as follow:**

INVITATION: Sealed proposals, subject to the attached conditions, will be received at this office until **August 9, 2016 @ 3:00 p.m.** Central Time for the acquisition of the products/services described below for **Mississippi Department of Wildlife, Fisheries, and Parks.**

**2. Title page, third box is modified as follows;**

PROPOSAL, SUBMITTED IN RESPONSE TO RFP NO. 3901 <b>Due: August 9, 2016 @ 3:00 p.m.,</b> ATTENTION: Bill Brinkley
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**3. Section VII Technical Specifications, Item 4 Procurement Project Schedule is amended as follows:**

Task	Date
First Advertisement Date for RFP	06/07/16
Second Advertisement Date for RFP	06/14/16
<b>Mandatory Vendor Web Conference</b>	3:00 p.m. Central Time on 06/22/16
Deadline for Vendor's Written Questions	3:00 p.m. Central Time on 06/29/16
Deadline for Questions Answered and Posted to ITS Web Site	<del>07/12/16</del> 07/22/16
Open Proposals	<del>07/24/16</del> 08/09/2016

Evaluation of Proposals	<del>07/21/16-08/04/16</del> 08/09/16-08/26/16
Contract Negotiation	<del>08/05/16-08/19/16</del> 08/26/16-09/16/16
Proposed Project Implementation Start-up	<del>09/01/16</del> 10/01/16

The following questions were submitted to ITS and are being presented as they were submitted, except to remove any reference to a specific vendor. This information should assist you in formulating your response.

**Question 1:** Starting on p. 47 (Phase 1), it appears there are the following deliverables: Detailed System Review, Detailed Data Review, Detailed System Requirements, System Conceptual Design, Project Plan for Phase 2. Can you elaborate on the documentation you expect to receive for each of the deliverables above? (Sample documents or formats would be useful.)

**Response:** **The State does expect the Vendor to provide written documentation for each of the deliverables listed in Section VIII, Phase 1 Price Proposal. Please refer to Section VII, Item 3 for an explanation of the project phases. The analysis performed in Phase 1 will be used by MDWFP to make a decision regarding the implementation of the proposed Project Plan for Phase 2. The State does not have sample documentation.**

**Question 2:** Are you expecting a detailed Entity-Relationship diagram to be delivered under "Detailed Data Review" or "System Conceptual Design"?

**Response:** **Phase 1 should include System Conceptual Design. The hourly rate and time for phase 2 should include the Detailed Data Review.**

**Question 3:** Are you expecting wireframes or other UI mockups as Phase 1 deliverables?

**Response:** **No.**

**Question 4:** On the call an MDWFP employee specified that much of the requirements gathering had already been done internally. Can vendors have access to this information to better understand the scope of these projects and how much work has already been done to put together these requirements?

**Response:** **The documentation is limited and mostly high level scoping. Current documentation can be provided as part of the phase 1 assessment.**

**Question 5:** Section 7.8 and 7.9 references a project plan, milestones, estimated hours, and staff and time allocation. The plan must map to the deliverables listed in the cost proposal, but we are unclear which cost proposal is referenced. Does this project plan refer to Phase 1, Phase 2, or both?

**Response:** **The RFP will establish hourly rates for the life of the project – phase 1 and phase 2 for each employee type (i.e. project roles). Estimated hours in Section VIII should include time to develop a Phase 1 (System Conceptual Design) document by the vendor including phase 2 milestones with estimated hours to complete phase 2 modules. Detailed plans for each**

**module will be developed based on the Phase 1 conceptual design and Phase 2 system design document. Each module listed in the RFP will be scoped as separate development projects with distinct milestones and estimated times of completion and RFP-established fixed hourly rates will apply. The overall phase 2 project plan will drive development for each module.**

**Question 6:** Does Section 7.8 require that a project plan for Phase 1 be submitted, or that an estimated project plan for Phase 2 be submitted before Phase 1 completion? Timeline or goals.

**Response:** See the response to Question 5

**Question 7:** Is there a preferred timeline for each of the project phases?

**Response:** No.

**Question 8:** Phase 1 of this project is defined as "The project is divided into two Phases. The first phase is to (1) analyze and assess the current system architecture, design, code, data models, data sources, data quality and usability, and workflows; (2) prepare a detailed system requirements document; (3) prepare a conceptual design document; and (4) prepare a Phase 2 project plan and cost estimate."

In the mandatory meeting, The Department indicated that a considerable amount of this work has already been done which would allow the project to move forward very quickly. Who performed this work, was it paid for and can the results of this work be provided to the bidders so we are all working with the same information?

**Response:** The department has conducted several meetings to discuss the projects but no formal scoping document has been developed for any of the modules. The department has developed internal architecture design documents (work performed by MDWFP employees) and that document can be shared. The department has also conducted a needs analysis (internally) for one of the modules (asset management) which can also be provided. These documents are included as a separate posting on the RFP web page.

**Question 9:** In the mandatory meeting it was stated by the Department that the Phase 1 work would not all be done at one time. That the Phase 1 work would only be done by the module that the department was looking to implement. Could you please provide the priority of the modules with a possible timetable of possible implementation? There was a timetable of 18 months suggested for all modules suggested in the meeting.

**Phase 1 work will all be completed in one project. Phase 2 will be prioritized by MDWFP and possibly completed in multiple projects. The 18 month timeline is only an estimate.**

**Question 10:** Section VIII Phase 2 Price Proposal - The RFP states "The fully-loaded Fixed Hourly Rate will remain the same for the entire duration of the Phase 2 work." In addition in General Overview and Background it states." A determination to implement each individual module, in which order, and the starting dates for each,

will to be made by MDWFP." Understanding that Phase 2 work has no definitive timeframe, what is the maximum amount of time the rates must be guaranteed?

**3 Years.**

**Question 11** Is there a cap for the number of hours the vendor can charge for hours worked on each module completed? Is there a cap for hours worked for the totality of the project?

**No.**

**Question 12** In the pre-bid meeting it was mentioned the estimated time for completion of the project is 18 months. Is that time frame accurate?

**18 months is only an estimate to complete Phase 1 and 2. Phase 1 should be completed in a reasonable amount of time.**

**Question 13** Section VIII Phase 2 Price Proposal - The RFP states "The fully-loaded Fixed Hourly Rate will remain the same for the entire duration of the Phase 2 work." In addition in General Overview and Background it states." A determination to implement each individual module, in which order, and the starting dates for each, will to be made by MDWFP." Understanding that Phase 2 work has no definitive timeframe, what is the maximum amount of time the rates must be guaranteed?

**3 Years.**

RFP responses are due Tuesday, August 9, 2016, at 3:00 p.m. (Central Time).

If you have any questions concerning the information above or if we can be of further assistance, please contact Bill Brinkley at 601-432-8149 or via email at [Bill.Brinkley@its.ms.gov](mailto:Bill.Brinkley@its.ms.gov).

cc: ITS Project File Number 42460